

## Full-Time Receptionist

Location: Fremont, CA

We are a very busy, three doctor optometry practice located in Fremont. We're looking for a full time receptionist to be the face of our office!

### **Essential functions and basic duties:**

- Greeting patients
- Checking in/out patients
- Explaining insurance coverage
- Retrieving insurance authorizations
- Scheduling
- Preparing charts
- Filing
- Calculating charges
- Answering phone calls
- Any other tasks as assigned by supervisor

Familiarity with vision insurance plans is a plus, but we're willing to hire an individual with the right personality that can be trained on the job.

### **Schedule/Availability:**

Hours alternate between Week 1 and Week 2 schedules. Please see below:

#### **Week 1:**

Monday 9:30am-6:30pm  
Tuesday 9:30am-6:30pm  
Wednesday 11:30am-8:30pm  
Thursday 9:30am-6:30pm  
Friday 9:30am-6:30pm  
Saturday off

#### **Week 2:**

Monday off  
Tuesday 9:30am-6:30pm  
Wednesday 9:30am-6:30pm  
Thursday 9:30am-6:30pm  
Friday 9:30am-6:30pm  
Saturday 8:00am-2:30pm

### **Required:**

- Exceptional customer service
- Strong knowledge of computers and ability to learn new software quickly (PLEASE DO NOT APPLY IF YOU HAVE NO COMPUTER EXPERIENCE. Typing and basic aptitude test given at interview)
- Willing to cross-train and learn different tasks
- Can multitask and handle pressure effectively

### **COMPENSATION/BENEFITS/PERKS:**

- \$11 - \$14/hour dependent on experience
- Monthly bonuses
- Medical benefit
- Vision benefits along with discounts for friends and family
- Paid Holidays
- Paid Vacation and Sick Days
- 401k Retirement Program
- Staff Events

\*eligible for most benefits after 3-month probation period